

Due to the current CDC guidelines on social distancing, we are limiting the number in attendance to 5 people at the board meeting. We will also have limited call-in capabilities for up to 10 people. Phone# 651-560-1088 Access code 0194340#

Phone or physical attendance will be allowed on a first come first serve basis following Wabasha SWCD board members receiving priority for phone or physical attendance. Anyone who is in the at-risk category should consider not attending. If you would like to attend either by call-in or physically, you must notify Sue Cerwinske to hold your place in advance. susan.cerwinske.wabashawcd@gmail.com or 651-565-4673

**Wabasha Soil and Water Conservation District
Regular Board Meeting
March 26, 2020
8:15 am
County Annex Conference Room
625 Jefferson Ave.**

- I. **CALL MEETING TO ORDER** – Meeting was called to order @ 8:17 am by Vice-Chair Lynn Zabel.
Supervisors Present: *Lynn Zabel, Vice Chair, Chuck Fick, Treasurer, Larry Theismann, Secretary*
Supervisors Called in: *Terry Helbig, Chair, Nate Arendt, Member*
Staff Present: *Terri Peters, District Manager*
Staff Called In: *Sue Cerwinske, Jen Wahls*
Phillis Brey, NRCS, Rich Hall, County Commissioner

*** Terri Peters made the decision to have call-in and limited number of attendees at the Board Meetings. Consulted with the County on how they were handling meetings because of COVID-19 and State of Emergency Guidelines. Phone line setup for SWCD meeting by the County. Board was contacted about this suggested change and it was agreed that this was the best solution for the situation, at this time.*

- II. **PLEDGE OF ALLEGIANCE**

- III. **AGENDA**
Moved by Helbig, seconded by Fick to approve the Agenda with the addition of letter J. Tom Miller contract approval added to New Business.
Affirmative: Helbig, Theismann, Fick, Arendt
Opposed: None
Motion Carried

- IV. **PUBLIC COMMENTS**
Comments limited to 5 minutes per speaker

V. **CONSENT AGENDA – Board Action**

- A. Arendt Holstein Resort LLC AgBMP Loan request in the amount of \$48,000.00
Note: Nate Arendt abstained from voting as this item, he is directly involved.

Moved by Fick, seconded by Theismann to approve the Arendt Holstein Resort LLC AgBMP Loan request in the amount of \$48,000.00

Affirmative: Helbig, Theismann, Fick

Opposed: None

Motion Carried

- B. Root River SWCD 2020 MAWQCP Sub-Agreement

- C. Contract for approval fee for services with Conservation Corps of Minnesota & Iowa for treatment of poison hemlock along West Indian Creek

Moved by Fick, seconded by Theismann to approve the Consent Agenda

Affirmative: Helbig, Theismann, Fick, Arendt

Opposed: None

Motion Carried

VI. **SECRETARY'S REPORT**

- A. February 27, 2020 Meeting Minutes-Board Action

Moved by Fick, seconded by Arendt to approve the Secretary's report

Affirmative: Helbig, Theismann, Fick, Arendt

Opposed: None

Motion Carried

VII. **TREASURER'S REPORT:**

- A. January Program Record-Board Action

Moved by Helbig, seconded by Fick to approve the January Program Report

Affirmative: Helbig, Theismann, Fick, Arendt

Opposed: None

Motion Carried

- B. February Program Record – Board Action

Moved by Helbig seconded by Fick to approve the February Program Report

Affirmative: Helbig, Theismann, Fick, Arendt

Opposed: None

Motion Carried

- C. February District Financial Statements-Board Action

Moved by Helbig, seconded by Fick to approve the February District Financial Statements

Affirmative: Helbig, Theismann, Fick, Arendt

Opposed: None

Motion Carried

VIII. **PAYMENT OF MONTHLY BILLS**

- A. Monthly Bills in the amount of \$14,643.82 -Board Action

Moved by Fick, seconded by Helbig to approve payment of the monthly bills in the amount of \$14,643.82

Affirmative: Helbig, Theismann, Fick, Arendt

Opposed: None

Motion Carried

B. 2nd Quarter HSA Contribution Checks in the amount of \$2,625.00 – **Board Action Moved by Fick, seconded by Arendt to approve the 2nd quarter HAS contribution checks in the amount of \$2,625.00 with the change of date to 3-26-2020**
Affirmative: Helbig, Theismann, Fick, Arendt
Opposed: None
Motion Carried

IX. DISTRICT REPORTS

- A. Chair Report – Terry Helbig
Attended a couple of commissioner’s meetings. 1st one report of practices and told them about the new Program Record that tracks funding is easier to understand. 2nd meeting was the 1st one affected by COVID-19, 10 people allowed in and the rest attended in the conference room. Also had monthly get together with Tom and Rolland.
- B. County Commissioner – Rich Hall – **No Report**
County Health Policy, Doors to building are locked. People are asked the three health questions to get in. Most business done by phone calls, appointments and emails.
- C. District Manager Report – Terri Peters
Keeping up with things changing on COVID-19 to date. 3-23 started staggering employee’s work schedules. Rotating every other day working from home. Program Record.
Working with Sheila with monitoring project, Mississippi-Winona-La Crescent Ordered equipment for water testing.
1W1P – Policy & Work Group meetings – Goals and Priorities
- D. NRCS Report – Phillis Brey - **Handout**
- E. Ecological Technician Report – Jen Wahls
- F. District Technician Report- Mitch Rigelman – **No Report**
- G. Bookkeeper/Administrative Asst – Sue Cerwinske
Worked on the Envirothon. Sent out information to Lake City and PEM schools. (was canceled because of COVID-19))
Sent out 5 letters to CPA’s asking for bid on 2019 Financial Statements Audit Rearranged the files. Took out 2019 and files and setup new folders for 2020 Wabasha County Fair – Got certificate of liability from MCIT and sales tax exemption form to be sent with exhibit lease form and check \$75.00.
Emails to SWCD’s’ for 1st quarter expenses to be reimbursed for MAWCP Climatology packets made and sent out to our 3 monitors for this year
Set up MAWQCP spreadsheets for 2020 to track grant

X. OLD BUSINESS

- i. Annual Leave Carry Over Policy – Tabled at February 27, 2020 meeting
Moved by Arendt, seconded by Fick to take Annual Leave Carry Over Policy off the table.
Moved by Arendt, seconded by Theismann to remove Annual Leave Carry Over Policy from the agenda
Will not discuss the annual leave carry over policy unless it comes back to board at a later time.
Affirmative: Helbig, Theismann, Fick, Arendt
Opposed: None
Motion Carried

- ii. Trading in GMC Truck – Tabled at February 27, 2020 meeting
Moved by Fick, seconded by Theismann to take Trading in GMC truck off the table.
Discussion: MN Dept of Administration – Cooperative Purchasing Agreement, can search vehicles available in the state. Would be nice to keep it local, but amount spent is also important. Larry will work with Terri to check out vehicles that Paul Busch would have. He also does all of the work on the vehicles we have.

Moved by Fick, seconded by Arendt to have Larry work with Terri to search for truck.
Affirmative: Helbig, Theismann, Fick, Arendt
Opposed: None
Motion Carried

- iii. Minnesota Dept of Administration - Cooperative Purchasing Agreement - Board Action Needs Signature
Moved by Helbig, seconded by Arendt to sign the Minnesota Dept of Administration – Cooperative Purchasing Agreement
Affirmative: Helbig, Theismann, Fick, Arendt
Opposed: None
Motion Carried

XI. NEW BUSINESS

- A. Selection of auditor for 2019 audit – **Board Action**
 - i. Smith Schafer & Associates LTD (Bid of \$4,850.00)
Moved by Helbig, seconded by Fick to approve Smith Schafer & Associates LTD to perform the 2019 audit
Affirmative: Helbig, Theismann, Fick, Arendt
Opposed: None
Motion Carried

- B. Partners/LWG Planning meeting – **Board Discussion on participation and roles**
Group meeting at the office

- C. Resolution 03262020-1 Tape Recorded Meetings – **Board Action**
Moved by Helbig, seconded by Fick to approve Resolution 03262020 Tape Recorded Meetings
Affirmative: Helbig, Theismann, Fick, Arendt
Opposed: None
Motion Carried

- D. Wabasha SWCD sub-agreement (SWAG) with Whitewater Joints Powers Board – **Board Action Signature Required**
Discussion:
Moved by Fick, seconded by Theismann to approve the Wabasha SWCD sub-agreement (SWAG) with Whitewater Joints Power Board
Affirmative: Helbig, Theismann, Fick, Arendt
Opposed: None
Motion Carried

- E. Contract for approval for 30 acres cover crop for Scott Sexton 19-DWP-CC-3 (SE MN Drinking Water Protection Grant \$2,700.00 FY2019 efotg practice 340) – **Board Action**
Moved by Helbig, seconded Fick to approve the contract for 30 acres cover crops for Scott Sexton 19-DWP-3 in the amount of \$2,700.00
Affirmative: Helbig, Theismann, Fick, Arendt
Opposed: None
Motion Carried
- F. Contract for approval for 30 acres cover crop for Mike Rahman 19-DWP-CC-2 (SE MN Drinking Water Protection Grant \$2,700.00 efotg practice 340) – **Board Action**
Moved by Theismann, seconded by Fick to approve the contract for 30 acres cover crop for Mike Rahman 19-DWP-CC-2 in the amount of \$2,700.00
Affirmative: Helbig, Theismann, Fick, Arendt
Opposed: None
Motion Carried
- G. Contract for approval for 412 Grassed Waterway NRCS practice standard for Larry Reuter 18-Capacity-5 Total \$3,375.00 – **Board Action**
Moved by Arendt, seconded by Theismann to approve contract for 412 Grassed Waterway for Larry Reuter 18-Capacity-5 in the amount of \$3,375.00
Affirmative: Helbig, Theismann, Fick, Arendt
Opposed: None
Motion Carried
- H. Wabasha County Fair Exhibit Space Lease for 2020, July 15-July 18, 2020 – **Board Action Signature Required**
Discussion: Partnership with County for exhibit booth. Two for One reason to stop for information. Could rotate people manning the booth. Someone be there for family night otherwise nights unmanned.
Talked about Larry being responsible for County Board Meetings.

Moved by Helbig, seconded by Fick to approve the Wabasha County Fair Exhibit Space Lease for July 15 – July 18, 2020 of \$75.00
Affirmative: Helbig, Theismann, Fick, Arendt
Opposed: None
Motion Carried
- I. State of Emergency Policy Memo – **Board Action**
Discussion: What does the County do? Doors are locked. Answer the 3 health questions before anyone can come in. Business being done by phone, by appointment and emails.
Moved by Helbig, seconded by Theismann to approve the State of Emergency Plan Memo
Affirmative: Helbig, Theismann, Fick, Arendt
Opposed: None
Motion Carried

- J. Contract for approval for 412 Grassed Waterway NRCS Practice Standard for Tom Miller 20-CS-2 in the amount of \$3,300.00
Discussion: Down the road there may be culvert replaced. Keep this in mind when designing the waterway.
Moved by Fick, seconded by Theismann to approve contract for 412 Grassed Waterway for Tom Miller in the amount of \$3,300.00
Affirmative: Helbig, Theismann, Fick, Arendt
Opposed: None
Motion Carried

XII. **Upcoming Events:**

- A. Tree Delivery – ***Late April***
B. ***5th Grade Field Day- Cancelled***
C. ***Envirothon - Cancelled***

XIII. **Board Report**

- A. WW – ***Report earlier***
B. 1W1P-
1W1P policy committee
Introduced the policy on ranking your strategies.
Possibly another round of waterside chats, sign-up.
Maybe by tele-conference. Priority map.

XIV. **Adjourn – Board Action**

Moved by Fick, seconded by Theismann to adjourn regular meeting and go into closed session at 9:55 am
Affirmative: Helbig, Theismann, Fick, Arendt
Opposed: None
Motion Carried

XV. **Open Closed Session- Board Action**

Moved by Fick, seconded by Helbig to open closed session at 9:55 am
Affirmative: Arendt, Fick, Helbig, Zabel, Theismann
Opposed: None
Motion Carried

XVI. **Closed Session** – Terri and Board

Personnel Discussion
March 27, 2020 end of Susan Cerwinske probation period.
Terri Peter's gave opinion and update on Susan's work and learning progress.
Terri recommended ending probation period and hiring Susan as a regular Full-time employee.
Moved by Arendt, seconded by Fick to remove Susan from probation period and hiring her as regular Full- time employee.
Affirmative: Helbig, Fick, Theismann, Arendt, Zabel
Opposed: None
Motion Carried

Adjourn Closed Session

Moved by Fick, seconded by Helbig to adjourn the closed session at 10:10 am

Affirmative: Arendt, Zabel, Theismann, Fick, Helbig

Opposed: None

Motion Carried

XVII. Reopen Regular Meeting

Reopened regular meeting at 10:10 am

Moved by Fick, seconded by Helbig to open the regular meeting at 10:10 am

Affirmative: Arendt, Zabel, Theismann, Fick, Helbig

Opposed: None

Motion Carried

XVIII. Adjourn- Board Action

Meeting Adjourned at 10:10 am

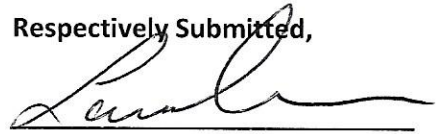
Moved by Fick, seconded by Helbig to adjourn the regular meeting at 10:10 am

Affirmative: Arendt, Zabel, Theismann, Fick, Helbig

Opposed: None

Motion Carried

Respectfully Submitted,



Larry Theismann, Secretary